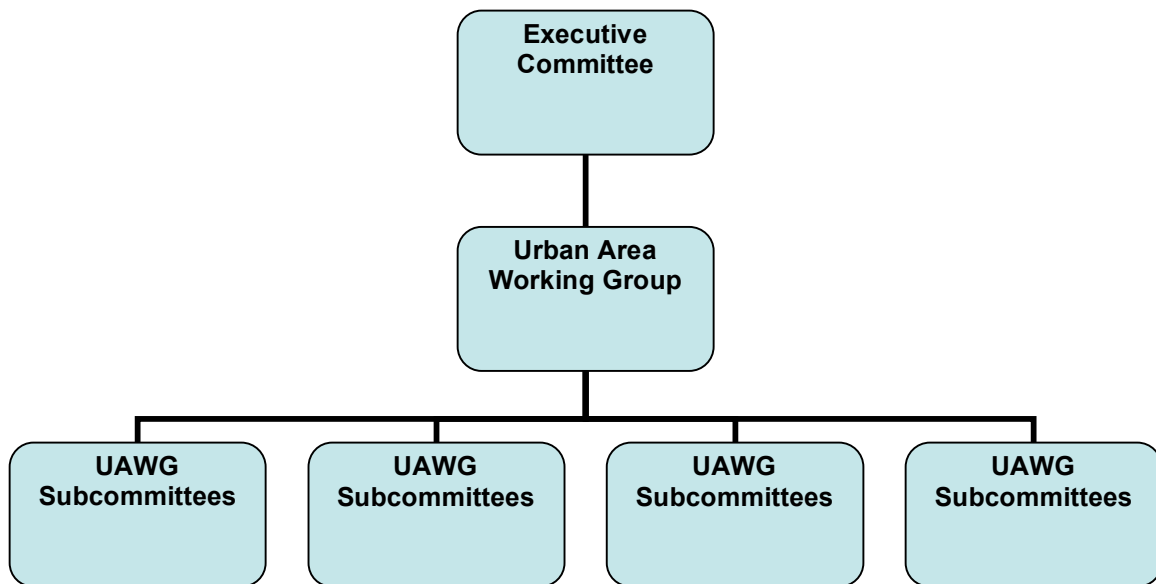


**RICHMOND URBAN AREAS SECURITY INITIATIVE
(Richmond UASI)
Governance Structure and Guiding Principles**

The Richmond Urban Area Security Initiative (Richmond UASI) governance structure consists of three levels of decision making and stakeholder involvement. The Virginia jurisdictions represented on the Executive and Urban Area Working Group committees include the Counties of Amelia, Caroline, Charles City, Chesterfield, Cumberland, Dinwiddie, Goochland, Hanover, Henrico, King and Queen, King William, Louisa, New Kent, Powhatan, Prince George, and Sussex and the Cities of Colonial Heights, Hopewell, Petersburg and Richmond.



MEMBERSHIP

Executive Committee

- This committee composed of the UASI Chief Administrative Offices of the jurisdiction members and the Fiscal Agent.

Urban Area Working Group

- The Richmond area UAWG shall have twenty (20) voting positions (one from each jurisdiction member).
- Non-voting representatives include but are not limited to:
 - Virginia Department of Emergency Management (VDEM)
 - Office of Commonwealth Preparedness (OCP)
 - Richmond Metropolitan Medical Response System (MMRS)
 - Citizen Corps Council (CCC)
 - Campus Police Law Enforcement
 - Transit
 - Port Authority

UAWG Subcommittees

- These committees are formed by the UAWG to represent the regional stakeholders including but not limited to Public Safety, Critical Infrastructure, Citizen Corps Councils, Private-Nonprofit, and others.
- Membership in the UAWG Subcommittees will reflect the member jurisdictions without necessarily encompassing all jurisdictions on all subcommittees.
- A member of the UAWG will serve as the Chair for each UAWG Subcommittee.

RESPONSIBILITIES

Executive Committee

- The Executive Committee represents the Policy function in this governance structure.
- This committee is responsible for the final decisions on investments, initiatives, funding allocation and membership to the Urban Area Working Group.

UAWG

- The UAWG represents the Strategic function in this governance structure.
- This committee is responsible for the development of initiatives, making recommendations to the Executive Committee and managing the UASI program on a day to day basis. In this capacity the UAWG will:
 - Administer Department of Homeland Security funds designated to the Richmond UASI Region through the Urban Area Security Initiative.
 - Develop plans, policies and procedures related to homeland security funding.
 - Provide information updates to other governmental officials, agencies and department heads.
 - Recommend planning services, equipment purchases, ranking on investment justifications, homeland security planning goals and strategic objectives to the Executive Committee.
 - Develop a strategic plan for the Richmond UASI Region homeland security activities to include regional policies, protocols and programs to ensure coordination and maximum benefit from existing and new resources.
- The UAWG will be held accountable to the Executive Committee for all recommendations, screening and validation of all investments, and integration and prioritization of all UASI related matters.
- The UAWG will work with the Metropolitan Medical Response System (MMRS) and Citizen Corps Councils (CCC) to coordinate activities with the medical, emergency response, and citizen preparedness organizations.
- The committee shall research, review, and develop a comprehensive funding plan for each grant initiative based on the Richmond Urban Area Homeland Security Strategy and future regional capabilities assessments.
- The committee may seek information from individuals or groups not currently committee members.
- The UAWG may form taskforces and subcommittees as necessary to gather information and formulate recommendation for its consideration

- The UAWG will also coordinate with all existing subcommittees within the Richmond UASI before making recommendations to the Executive Committee.
- The UAWG will encourage all potential responder participation in ongoing regional exercises and training events to evaluate plans, protocols and programs.

UAWG Subcommittees

- These committees serve to provide an opportunity for cross discipline initiative development.

RULES

Executive Committee

- This committee is not required to meet formally on a regular basis but will be offered the opportunity to convene twice annually.
- During this twice annual meeting a report shall be provided by the Chair of the UAWG to update the Executive Committee on the status of initiatives, grant funding, and other issues related to the Richmond UASI.
- This committee has the option to vote by proxy (designee) and may use email as a form of casting a formal vote.

UAWG

- The UAWG will meet the third Thursday of every month at 9:30am unless a change is agreed upon by the membership.
- The UAWG will select a chair and vice chair annually.
 - The Chair will approve the agenda, call the meeting to order and manage the discussion and decisions for each UAWG meeting.
 - The Chair will report twice annual to the Executive Committee on the status of the Richmond UASI, initiatives, funding and other issues brought forth by the UAWG.
 - In the absence of the Chair, the Vice Chair will conduct these duties.
- The chair of the committee will be nominated at the end of March. Their term will be served from April 1st through March 31st of every year.
- The Chair may be removed at a special election call by a majority of team members.
- If a vacancy occurs in the office of the chair, the committee shall elect a “chair pro tempore” and he/she will serve the balance of the term
- Decisions will be made by consensus. In the case where consensus is not possible, a decision will be made by simple majority rule. Each member jurisdiction has one vote cast by the primary or alternate member.
- This committee has the option to vote by email for between meeting decisions.
- All committee members shall serve without compensation. In the performance of duties outside the realm of regular membership, (attendance at conferences, special training, etc.), members may be reimbursed for all reasonable expenses incurred in the performance of their duties, with prior approval of the general membership.

Public Access: Any decisions and/or information made by the Richmond UASI UAWG and the Executive Committee will be considered confidential in compliance with the Homeland Security Act.

GUIDING PRINCIPLES

The Richmond Urban Area Working Group (UAWG) has endorsed a set of guiding principles. The committee's primary objective is to identify regional initiatives and to ensure that examination and investigation is carried out in an effort to continually build and improve upon region wide capabilities to prepare for, mitigate against, and respond to acts of terrorism. The committee views this as a dynamic document that will be modified as needed to address the risks in the region. The committee may amend this document to better reflect the interests, concerns and priorities of the region.

These principles recognize

- Each local jurisdiction must assume ultimate responsibility for its community in responding to new threats from terrorism;
- The Richmond UASI region is composed of multiple jurisdictions of differing sizes and response capabilities; and
- As a region, different concerns and priorities will govern local actions.

The Richmond UAWG recognizes that the ability of any one jurisdiction to successfully respond to any major event is dependent upon regional capabilities and cooperative arrangements. The committee is working with local agencies to design an emergency response system that is comprehensive, integrated and a truly regional approach. The committee's effort will be guided by principles designed to foster a comprehensive, integrated and regional approach to homeland security as follows:

- An event in the Richmond UASI region involving terrorism will affect the political, social and economic conditions of the entire region.
- Response to a terrorism event in the Richmond UASI region will require the resources of every level of government and private sector.
- Due to the multi-jurisdictional and multi-disciplinary nature of response to a terrorism event, the use of the incident management system, particularly the use of unified command, is imperative.
- Preparedness, response, mitigation, and recovery from a terrorism event in the Richmond UASI region should be based on a comprehensive, coordinated regional strategy.
- Funding and resources obtained by jurisdictions and/or agencies should be invested to enhance the comprehensive regional approach to homeland security.
- Local government agencies, working together from throughout the Richmond UASI region, recognize the importance of increasing their mutual capabilities to ensure the safety of residents and their property. Local and regional emergency planning, response and mitigation efforts are being strengthened to prevent the loss of life, to minimize any damage to property and to restore community business activity if an event should occur.